

**Office of Emergency Management
Minutes
October 17, 2016**

Present

Councilwoman Mary Bartolotta
Councilman Carl Chisem
Councilwoman Deborah Kleckowski
Councilman Philip Pessina
Robert Santangelo
Emergency Management Director George Dunn

Meeting Called to Order:

Councilman Santangelo called the meeting to order at 8:00 p.m.

Minutes:

Councilman Santangelo asked for a vote on the minutes of July 18, 2016, and September 19, 2016. On motion of Councilman Pessina, seconded by Councilman Chisem, the minutes were unanimously approved.

Public Hearing:

There being no members from the public wishing to speak on items on the agenda, the public hearing portion of the meeting was closed.

Monthly Report

- Some of the activities that occurred during the month included:
 - Emergency Management volunteers provided logistical support for the Trees of Honors Ceremony.
 - Volunteers participated in ICS 100 course and have all had training with the ICS 200 course. To Councilman Chisem's question, Director Dunn elaborated that the Police and Fire Chief have gone through ICS 300/400 training. Training with generator and pumps will continue, but the Director stated that there needs to more training on how to address human interaction during storm activity.
 - The department participated in the 911 remembrance ceremony at South Fire District.

- Director Dunn met with the team and reviewed the new operational plan criteria and format that have been required.
- Director Dunn went through the Mile Lane property with City staff and a GSA representative to review deed requirements and compliance. The deed requires that GSA make site visits every 5 years to ensure the property is being used as described in the deed. The deed is in the name of Emergency Management. The GSA representative visited the inside of the building and was interested in learning what is being proposed for the building in the future.
- Records Management Meeting – meetings are held monthly and the committee is now waiting for Directors to come back with their list of essential records. Once this is compiled, the Committee will move on to the COOP planning.
- The Preparedness Planning Consortium continues to meet at the Chamber and all partners are very interested in working together.

Old Business

- Mile Lane – Director Dunn referred everyone to his narrative and Chief Kronenberger's Executive Summary on the use of Mile Lane as an EOC and the importance of collectively working together and understanding how to use the site as a hub where information is disseminated, decisions are made collectively from partners across the entire community that are stakeholders, incident plans are drawn up and services are provided.
- Operational Plan Update – the team acknowledged that the new format looked to be challenging and interesting. They decided to meet once per week until the end of the year. The new plan is due in January, but if it is not ready, the old can be submitted in the interim and the team can continue working on the plan with the new criteria and format.

Councilwoman Kleckowski asked if contingency plans are in place if the internet goes down. Director Dunn expressed his concern with storing all information on servers. He stated he continues to push for a Continuity Operations Plan (COOP) to ensure that the City can continue to provide services in catastrophic situations.

Councilman Pessina asked if the City personnel participates with COOP exercises, web EOC and report filing. Director Dunn responded that there are eight people trained in web EOC in the City.

Adjournment

The meeting was unanimously adjourned at 8:14 p.m.